

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Benefits Administration Manual	REFERENCE NUMBER: 2006-043
DATE ISSUED: 11/06/06	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Benefits Officers
Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Benefits Division

CONTACT: Susan Coats, Benefits Program Analyst
(916) 327-6429
Fax: (916) 322-3769
Email: susancoats@dpa.ca.gov

The Benefits Administration Manual (BAM) is now available on the Department of Personnel Administration's (DPA) Web site at <http://www.dpa.ca.gov/benefits/BAMTOC.shtm>. This electronic version of the BAM has a different look, with each section listed on the left of each page and accessible with a click of your mouse. Attachments and references will also be available by simply clicking on that link as you read through the text.

The electronic BAM will be updated as needed and any significant changes to the BAM sections will be listed at the beginning of each section. Many of the Benefits Programs will issue PML's to notify departments of future changes to their respective program information and procedures.

With the roll-out of the online BAM, DPA will no longer provide paper copies of the BAM. Beginning in 2007, the Benefits Training Class will use the online version of the manual for training purposes and will not include a paper copy of the manual.

/s/Greg Beatty

Greg Beatty
Acting Chief